

### Introduction

This document is intended to be used a Job Aid to assist Report Managers with adding formulas to standard reports available through the LearnAlaska Reports Console menu.

Please refer to the *MG-204 Working with the Reports Console* training module for step-by-step instructions related to running and modifying reports.

### Helpful Formulas

#### *LEFT*

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- Returns the characters from the LEFT side of a string
- Can be helpful to extract the department number from the *Organization* column

**Example:**

```
LEFT([Organization],2)
```

#### *MID*

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- Returns the characters from the middle of a string
- May be helpful to extract the three character division code from the *Organization* column

**Example:**

```
MID([Organization],4,3)
```

#### *RIGHT*

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- Returns the characters from the RIGHT side of a string

**Example:**

```
RIGHT([Organization],10)
```

#### *Join (i.e. Concatenate)*

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- Join multiple text strings into one column
- Can be helpful to combine the user's First and Last Name into one column.

**Example:**

```
[Last Name]+", "+[First Name]
```

#### *LDAP ID*

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- The column value that contains the a user's LDAP (login) ID is the GLAIT Alternate ID

**Example:**

```
[GLAIT Alternate ID]
```